

Goal Setting

At this point you have looked at work preferences, financial needs, transferable skills and jobs you will pursue. Putting it all together, deciding what you want to do and how to do it means setting goals, which will vary in scope depending on where you are in the job-search process.

When setting goals, consider not only what you want but also what you have to do today, next week, next month, next year and five years from now. The job-search goals you set today will solidify into a career action plan. Also keep in mind, a short-term goal for one person may be a long-term goal for someone else. You might consider “getting hired” a short-term goal. Someone else may go to school and consider “getting hired” an intermediate- or long-term goal.

Examples of Job-search Goals

Short-term Goals:

- Identify your work preferences and financial needs
- Identify your transferable skills
- Identify careers and jobs of interest and research the qualifications
- Compare the skills you have with those required for the job
- Decide which jobs to explore further
- Decide if you will further your education or training
- Begin your job search



Intermediate-term Goals:

- Continue career exploration
- Schedule and structure your job search
- Develop resumes, cover letters, find job leads, get interviews
- Get hired

Long-term Goals:

- Complete long-term education or training
- Keep that job, improve your skills, move up

Steps for Reaching Your Goals

1. Develop a goal and write it down
2. Set a date or time limitation
3. List obstacles
4. Establish people to contact
5. Find out what you need to know
6. Develop a plan of action to reach the goal